

TO

U.S. DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
P O BOX 1737  
BISMARCK, ND 58502

## NORTH DAKOTA PROCEDURE NOTICE

ISSUE NO.
911
DATE
11-8-04
DISTRIBUTION CODE
“S” STATE OFFICE
“A” AREA OFFICES
“L” LOCAL OFFICES

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### NORTH DAKOTA RURAL DEVELOPMENT MANUAL CHANGES

REMOVE AND INSERT  
RD-ND Instruction 1942-A

#### COMMUNITY FACILITY LOANS

Exhibit 1 is revised to change the requirements for the A-133 audits.

Update the guides to comply with the requirement of no pre-application for projects under \$300,000 in cost.

Guide 3 and 4 are revised to allow essential community facility projects under RD Instruction 1942-A to be processed under 1942-C according to Special Procedure Notice dated 2/9/04. This action will streamline the application process for all essential community facility projects under \$300,000 and place these under RD Instruction 1942-C. Previously, only fire and rescue applications could be processed under RD Instruction 1942-C.

ND Instruction 1942-A, Guide 1, Guide 3, and Guide 4, as applicable, will be used for processing community facility projects under 1942-C. Fire District and Ambulance Districts will be processed under an informal checklist with the fire and rescue package for projects under \$300,000.

Remove – Page 1, Guides 1, 3, and 4 and Exhibit 1 dated 4-18-02.

Insert – Pages 1 and 2, Guides 1, 3, and 4 and Exhibit 1 dated 11-8-04.

REMOVE AND INSERT  
RD-ND Instruction 2015-E

#### AVAILABILITY OF INFORMATION UNDER THE PRIVACY ACT

Instruction revised to add Exhibit A “Authorization to make Inquiry of the Rural Development, A Government Mission Area, and Waiver of Provisions of the Privacy Act of 1974” that should be used in situations where applicants, borrowers, or grantees want a 3<sup>rd</sup> party to have access to records in their file. Add Exhibit B “Authorization to Release Information” which may be used by applicants to release specific information to a 3<sup>rd</sup> party.

Remove – All pages.

Insert – Pages 1, 2, and 3 (revision 1), page 4 and Exhibits A and B dated 11-8-04.

INSERT  
RD-ND Instruction 2018-F

#### AVAILABILITY OF INFORMATION

This instruction provides guidance to employees who may receive a subpoena where the United States is not a party to the litigation.

Insert - Pages 1 and 2, Guide 1, and Exhibits 1 through 6 dated 11-8-04.

REMOVE AND INSERT  
RD-ND Instruction 2033-A

#### RECORDS MANAGEMENT IN RURAL DEVELOPMENT FIELD OFFICES

This instruction is completely revised to remove references to farm program accounts, update Exhibit A to meet current requirements in RD Instruction 2033-A, update Exhibit C, and obsolete Exhibits B and D which are no longer needed.

Remove – All pages.

Insert – Pages 1-3 and Exhibits A, B, and C dated 11-8-04.

REMOVE  
FmHA ND Instruction 007.1A

#### ENERGY SHORTAGE CONTINGENCY PLAN

This instruction no longer applies and is being removed.

Remove – FmHA ND Instruction 007.1A and Exhibit A dated 8-16-74.

REMOVE  
FmHA-ND Instruction 1901-H

#### A-95 REVIEW, EVALUATION, AND COORDINATION OF PROJECTS \*C\*

This instruction is obsolete.

Remove – FmHA ND Instruction 1901-H dated 8-10-84.

REMOVE  
FmHA-ND Instruction 2024-E

#### PETTY PURCHASES

Information has been incorporated into Instruction 2024-A.

Remove – FmHA ND Instruction 2024-E dated 6-12-87.

REMOVE  
RD-FmHA Instruction 2045-Y

CAREER ENHANCEMENT  
This instruction is obsolete. Information is available in USDA  
Human Resources Management Bulletin No. 413-1.

Remove – FmHA ND Instruction 2045-Y dated 3-30-87 and  
Exhibit A dated 3-30-87.

**The notation “State Supplement” will be placed in the margin of each paragraph of the National Instruction that has been supplemented by this Procedure Notice.**

#### **ADMINISTRATIVE NOTICES RELEASED**

<b>AN</b>	<b>DATE</b>	<b>SUBJECT</b>	<b>INSTRUCTION</b>
1416	5-10-04	Section 504 Loan and Grant Inspections	Appendix 10 of HB-1-3550
1417	5-20-04	Judgment Debtors	Appendix 7 of HB-1-3550
1420	6-30-04	Multi-Family Housing (MFH) Workout Plans	1965-B
1421	7-19-04	Surety Requirements-SFH	1924-A
1422	7-30-04	Processing Foreclosure Referral Packet	Appendix 7 of HB-2-3550
1423	9-3-04	Eviction of SFH Borrowers or Tenants After Foreclosure or Voluntary Conveyance	Appendix 7 of HB-2-3550
1425	9-14-04	Area Loan Limits	Appendix 10 of HB-1-3550
1426	9-23-04	State Internal Review (SIR) 5 Year Plan	2006-M
1427	9-23-04	Water & Waste Disposal Interest Rates, Grant Levels, Applicable Median Household Incomes	1780
1428	9-23-04	Eviction of SFH Borrowers or Tenants After Foreclosure or Voluntary Conveyance	Appendix 7 of HB-2-3550
1429	9-28-04	Maximum Allowable Management & Administrative Costs for MFH Project in ND	1930-C
1430	10-5-04	CF Interest Rates, Grant Levels and Applicable Median Household Incomes	1942-A
1431	10-26-04	Ordering Credit Reports for the Multi-Family Housing (MFH) Program	1910-C

**ADMINISTRATIVE NOTICES EXPIRED, REPLACED, OR RESCINDED:**

<b>FILE FOLLOWING RD INSTRUCTION</b>	<b>AN</b>	<b>EXPIRATION DATE</b>
1780	1412	6-30-04
1780	1418	9-30-04
1930-C	1403	8-31-04
1942-A	1413	6-30-04
1942-A	1419	9-30-04
1965-B	1400	6-30-04
2006-M	1406	9-30-04
2045-X	1424	8-31-04
2045-X	1405	9-30-04
Appendix 10 of HB-1-3550	1404	9-30-04

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